



spell perfect™

Correct your own spelling:

- Unlimited word capacity ■ Add technical words
- Add proper names ■ Add states and towns ■ All-in-one dictionary ■ Gives "sounds-like" suggestions ■ Add "unlisted" words ■ Fast ■ Any Letter Perfect™ file
- Shows the word in context ■ Corrects all similar misspellings ■ Counts words



SPELL PERFECT™

**SPELL CHECKING FOR THE
ATARI 400, 600, 800, 1200 AND XL SERIES COMPUTERS
MINIMUM 32K MEMORY REQUIRED**

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QUICK REFERENCE EDITING COMMANDS

You have the following editing commands available to you.

CTRL A	— Move cursor to beginning of word
CTRL Z	— Move cursor to end of word
CTRL INSERT	— Insert character at cursor
CTRL DELETE/BACKS	— Delete character at cursor
DELETE/BACKS	— Delete character left
ESC	— Accept word up to cursor
RETURN	— Accept entire word
SHIFT CLEAR	— Erase edited word/returns original word
CTRL →	— Move cursor right
CTRL ←	— Move cursor left

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SPELL PERFECT <tm> is designed as an aid when proofreading text files. The program has a second feature called "soundR <tm>." This feature allows for the displaying of similar sounding words when the correct spelling is in doubt.

The manual is organized in the form of a tutorial. The tutorial is not "just" a tutorial alone. It is also a reference manual. Use the tutorial and learn how to operate the program correctly. Throughout the tutorial are "STOP" signs. These stop signs give additional information explaining the operation of the program. Explanations in the tutorial also give additional information in understanding the operation of the program.

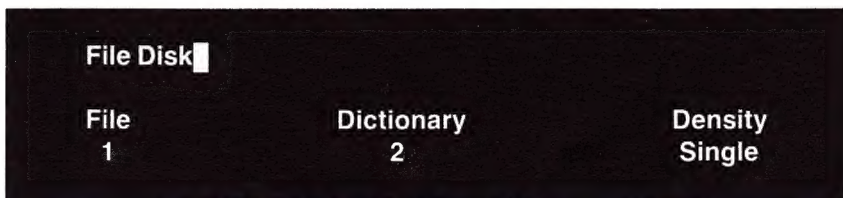
REFERENCE—After you have worked the tutorial, use the Table of Contents, and the Index for reference purposes.

As the owner of the new Spell Perfect <tm> Program you should have found the following in the front flap of your manual:

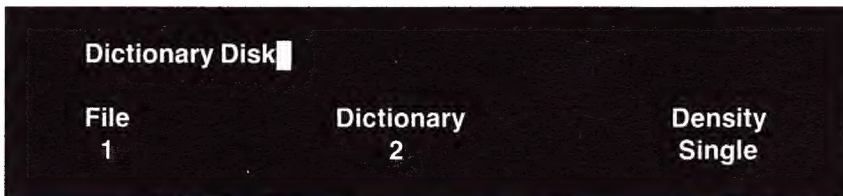
1. A Program Disk, one side marked 40 column, the other marked 80 column. The 80 column side is designed to work with the Bit 3, 80 column board only. The 80 column side will not generate eighty column video *unless* you have an 80 column board.

2. A Dictionary Disk, which has data on both sides. The side marked single density is for use with single density disk drives, the other side is for use with double density drives. Using the double density side on a single density drive will not work.

FIRST you are going to **MAKE A BACK UP COPY OF THE PROGRAM AND DICTIONARY DISK IN THE FOLLOWING MANNER.** Place the program disk in disk drive 1 and turn on the computer. When the program has completed loading the following will appear on the video screen:



Press **RETURN** to continue the back up procedure and the screen will change as follows:



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If you have a one drive system type in the number 1. If you have a two drive system just press **RETURN**.

The screen will appear as follows:

Density (S/D):		
File	Dictionary	Density
1	2	Single

If the file you will be SPELL CHECKING have been saved in single density, press **RETURN** for this question. If the files you are going to SPELL CHECK are saved in double density, you must press the **D** key.



Not all disk drives are double density. Refer to your disk drive manual if you are not sure which type of drive you have.

If you have both single density and double density disk drives you have two options for setting up your system:

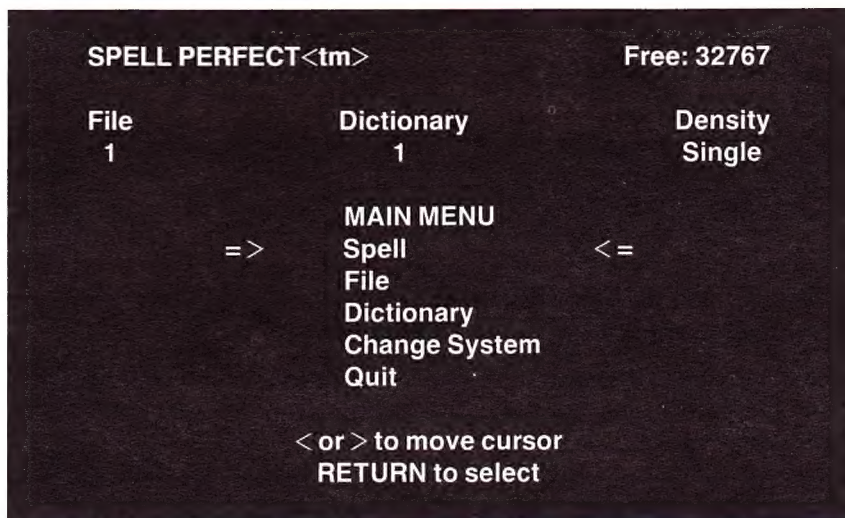
1) You can use the double density setting but only utilize one drive, the double density disk drive;

OR

2) You can use both disk drives but only in the single density setting.

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You will see the following MAIN MENU:



Press the letter **F** for FILE and you will automatically move to the FILE MENU selection. You will have the following FILE MENU on your screen:



First you are going to make a BACKUP copy of the SPELL PERFECT <tm> program disk. If you have a single drive system, read the description immediately following. If you have a two drive system, read the section marked **DUAL DRIVE BACKUP** on page nine.

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SINGLE DRIVE BACKUP

Press the letter **B** on the keyboard to begin the BACKUP operation.

The screen will remain unchanged except the upper left-hand prompt will read:

Delete, press #: █

This prompt is a safety device. If you had a file in memory (i.e., you had previously SPELL CHECKED a file), this would hopefully prevent you from accidentally erasing the file before saving it.

Press the SHIFT key and the **3** key in order to generate the “#” sign. After performing this operation, the following prompt will appear in the upper left-hand corner:

Insert Blank Disk, press #: █



Insert a blank notched disk. This disk will be erased during the BACKUP procedure. Any data on the disk will be erased. Therefore, be careful that you have a blank disk. Any data lost cannot be recovered.

With the blank disk in the drive, press the **#**, “pound sign symbol.” The disk in the drive will begin to spin. The disk is being formatted to receive the new copy of the program. When the busy light on the drive goes off, the prompt on your video screen will read:

Insert File Disk █

At this time remove the BACKUP disk from the disk drive and place the Spell Perfect <tm> program disk in the drive.

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The master program disk should always remain WRITE PROTECTED.

With the Spell Perfect <tm> program disk in the drive, press **RETURN**. The disk will spin for a period of a few seconds. The busy light will go off and the following prompt will appear in the upper left-hand corner:

Insert Backup Disk

Remove the program disk from the disk drive, and insert the BACKUP disk in its place. Press **RETURN** and a portion of the program will be written to the BACKUP disk. When the busy light goes off, the prompt in the upper left-hand corner will change as follows:

Insert File Disk

Remove the BACKUP disk from the disk drive, and insert the PROGRAM disk in its place. Press **RETURN** and another portion of the program will be read. Continue to repeat this swapping procedure, inserting the program disk in the drive after the "Insert File Disk__" prompt and the BACKUP disk in the drive after the "Insert Backup Disk__" prompt.

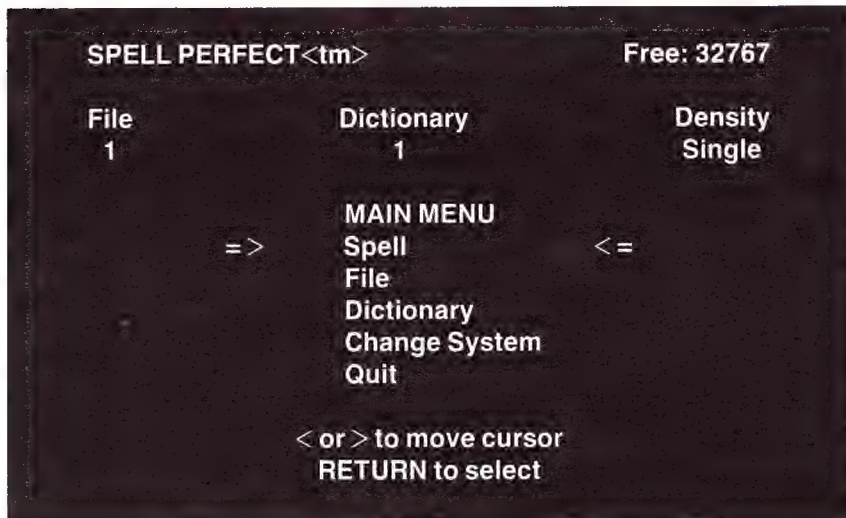
The BACKUP procedure is completed when no further prompts appear in the upper left-hand corner.

You now have a BACKUP copy of your program disk. You should put the master in a safe place and not use it. The program disk supplied with this manual should only be used as a master copy of the program and the duplicate copies should be used to spell check files.

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Next you will make a backup copy of the dictionary disk. You may use the BACKUP as your working copy. Place the master copy of the dictionary with the master copy of the program for safe keeping.

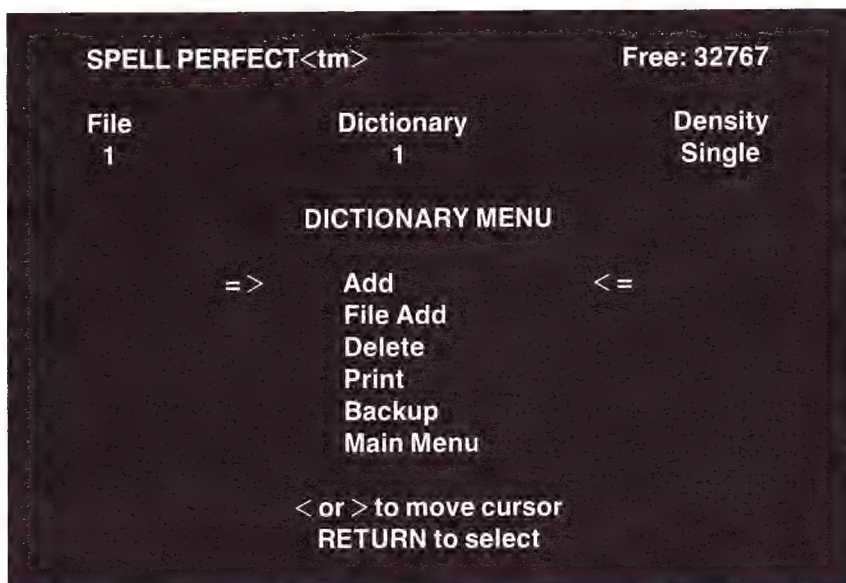
The FILE MENU is being displayed on the video screen. You want to move to the MAIN MENU. To move to this menu, press the **M** key and the MAIN MENU will be displayed as follows:



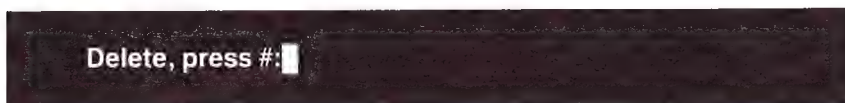
CURSOR MOVEMENT—To this point you have always moved the cursor to the selection you wanted by pressing the first letter of that option. This is the quickest way to perform this operation. You may accomplish the same result by moving the arrows to the desired menu selection. Use the **>** key to move down and the **<** key to move up. When the arrows are resting on the menu selection desired, press **RETURN**, and this option will be selected.

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To make a copy of the dictionary you want to move to the dictionary menu. Press the letter **D** and you will see the following DICTIONARY MENU:

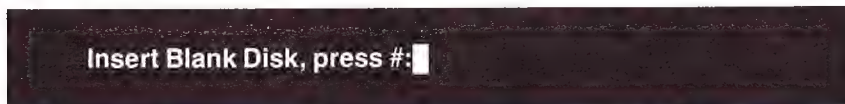


To backup the dictionary you will want to use the BACKUP option on the dictionary menu. Press the **B** key to engage this option. When this key is pressed, the video screen remains unchanged except the prompt in the upper left hand corner of the screen will read as follows:



This prompt is a safety device. If you had a file in memory (i.e. you had previously SPELL CHECKED a file), this would hopefully prevent you from accidentally erasing the file before saving it.

Press the pound sign key **#** and the screen will change as follows:



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Insert a blank notched disk. Remember the disk will be erased during the BACKUP procedure. Any data on the disk will be erased. Be careful that you have a blank disk. Any data lost cannot be recovered.

With the blank disk in the drive, press the pound sign key **#**. The disk in the drive will begin to spin. The disk is being formatted to receive the new copy of the dictionary. When the busy light goes off, the prompt on your video screen will read:

Insert Dictionary Disk

At this time remove the BACKUP disk from the disk drive and place the SPELL PERFECT<tm> dictionary disk in the drive.



THE MASTER DICTIONARY DISK SHOULD NEVER BE USED AS THE WORKING COPY. ALWAYS WORK FROM YOUR DUPLICATE COPY. YOU SHOULD NEVER ADD WORDS TO THIS DICTIONARY DISK. THE MASTER SHOULD REMAIN UNCHANGED IN THE EVENT ERRONEOUSLY SPELLED WORDS ARE ENTERED BY UNAUTHORIZED PEOPLE.

The master dictionary disk should always remain WRITE PROTECTED. Please note, the dictionary disk is marked single density on one side and double density on the other side. Take precaution to always use the correct side of the dictionary disk according to your equipment specifications.

With the SPELL PERFECT<tm> dictionary disk in the drive, press **RETURN**. The disk will spin in the drive for a period of a few seconds. The busy light will go off and the following prompt will appear in the upper left-hand corner:

Insert Backup Disk

SPELL PERFECT™

Remove the dictionary disk from the disk drive; insert the BACKUP disk in its place. Press **RETURN** and a portion of the dictionary will be written to the BACKUP disk. When the busy light goes off, the prompt in the upper left-hand corner will change as follows:

Insert Dictionary Disk █

Remove the BACKUP disk from the disk drive; insert the DICTIONARY disk in its place. Press **RETURN** and another portion of the dictionary will be written to the BACKUP disk. Continue to repeat this swapping procedure: inserting the dictionary disk in the drive after the "Insert Dictionary Disk__" prompt and the BACKUP disk in the drive after the "Insert Backup Disk__" prompt.

The BACKUP procedure is completed when no further prompts appear in the upper left-hand corner of the screen and the busy light is off. You have a BACKUP copy of your dictionary disk. You should put the master dictionary in a safe place and not use it. The dictionary disk supplied with this manual should only be used as a master copy of the dictionary and the duplicate copies should be used to spell check your files.

DUAL DRIVE BACKUP

While you are resting on the FILE MENU press the letter **B** to begin the BACKUP operation.

The screen will remain unchanged except the upper left-hand prompt will read:

Delete, press #: █

Press the SHIFT key and the **3** key in order to generate the **#**, pound sign. The following prompt will appear in the upper left-hand corner:

Insert Blank Disk, press #: █



SPELL PERFECT™

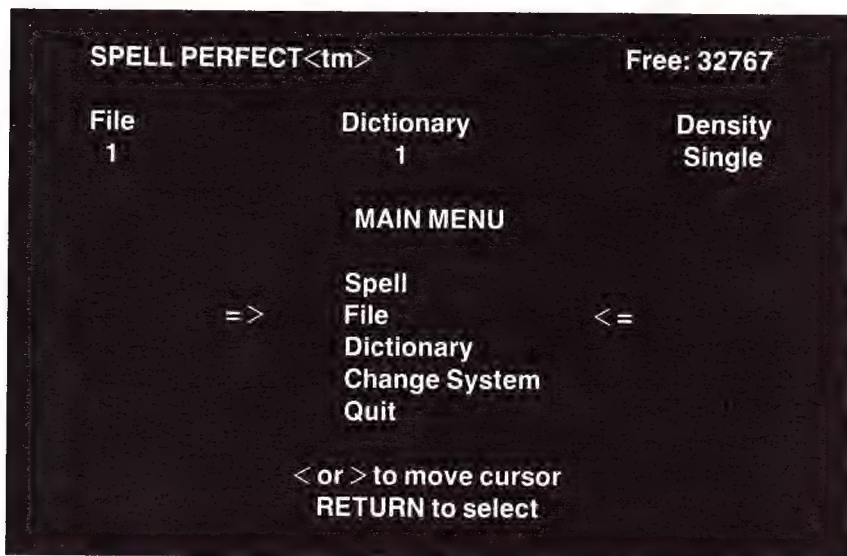
WARNING—Select a blank disk having no data on it. Any disk having data on it will be erased during the BACKUP operation and the lost data cannot be recovered.

Insert the master program disk in drive 1 and the BLANK DISK in drive 2 and press the **#** sign.

You need do nothing further at this point. The program will initialize the blank disk and make a copy of the program from drive 1 to drive 2. You will know the procedure is completed when the busy light goes off on both disk drives.

You now have a BACKUP copy of your program disk. You should place the master program in a safe place and not use it. The program disk supplied with this manual should only be used as a master copy of the program and the duplicate copies should be used to SPELL CHECK your files.

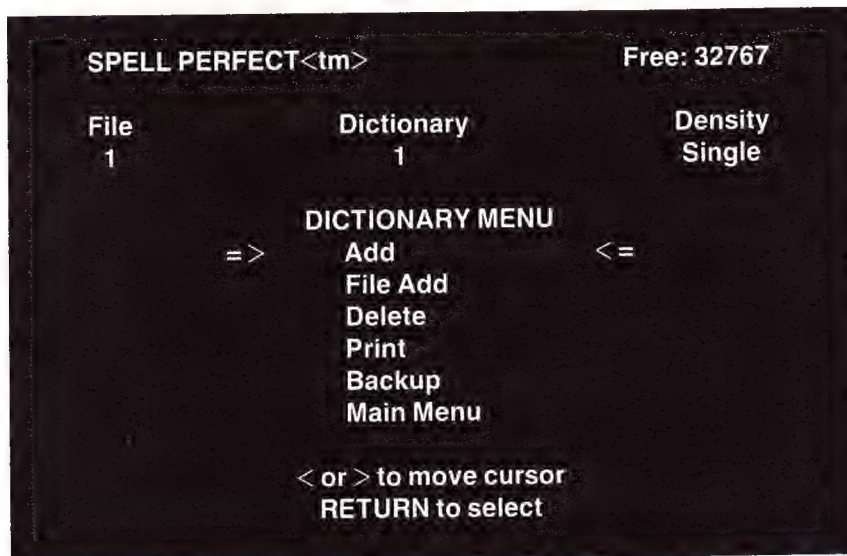
Now you are going to make a backup copy of the DICTIONARY DISK. The FILE MENU is being displayed on the video screen. You want to move to the MAIN MENU, press the **M** key and the MAIN MENU will be displayed as follows:



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CURSOR MOVEMENT—To this point you have always moved the cursor to the selection you wanted by pressing the first letter of that option. This is the quickest way to perform this operation. You may accomplish the same result by moving the arrows to the desired menu selection. Use the **>**, greater than key, to move down. Use the **<**, less than key, to move up. When the arrows are resting on the menu selection desired, press **RETURN**, and the option will be selected.

To make a copy of the dictionary, you want to move to the dictionary menu. Press the letter **D** and you will see the following **DICTIONARY MENU**:



To backup the dictionary disk you will want to use the **BACKUP** option on the dictionary menu. Press the **B** key to engage this option. When this key is pressed, the video screen remains unchanged except the prompt in the upper left-hand corner of the screen will read as follows:

Delete, press #: █

Press the pound sign key **#**, and the screen will change as follows:

.Insert Blank Disk, press #: █

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At this point, place the master dictionary disk which came with the program in drive 2 and the BLANK BACKUP DISK in drive 1. Press the # sign and the dictionary backup procedure will begin. The backup procedure is completed when both busy lights are off.

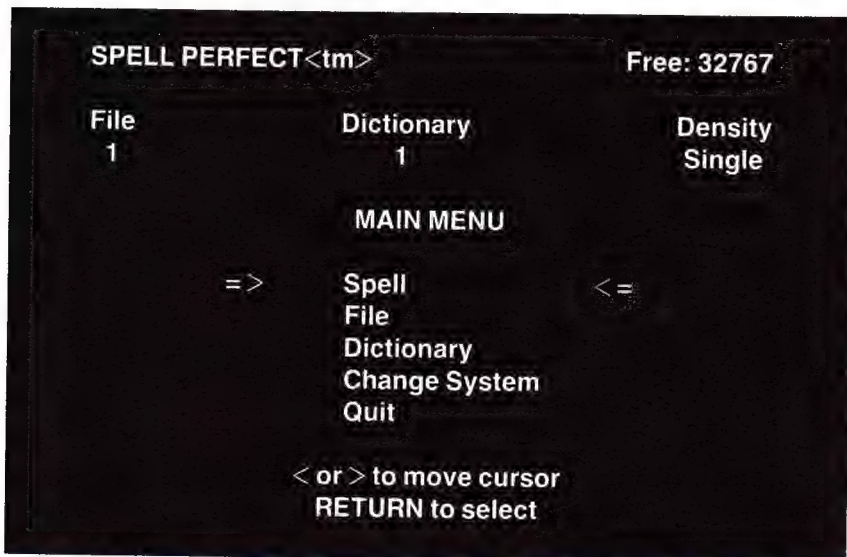
You now have a backup of your dictionary disk. Place the master DICTIONARY DISK in a safe place. You should only use your backup disk when spelling a file, not the master.



THE MASTER DICTIONARY DISK SHOULD NEVER BE USED AS THE WORKING COPY. ALWAYS WORK FROM YOUR DUPLICATE COPY. YOU SHOULD NEVER ADD WORDS TO THE MASTER DICTIONARY DISK. THE MASTER SHOULD REMAIN UNCHANGED IN THE EVENT ERRONEOUSLY SPELLED WORDS ARE ENTERED BY UNAUTHORIZED PEOPLE.

SPELL CHECKING A FILE

Having just completed the DICTIONARY BACKUP operation you will be looking at the DICTIONARY MENU. You have stored your master copies and are ready to begin SPELL CHECKING a file. First, move the cursor to the MAIN MENU. Press the **M** key. The screen will change as follows:



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This MAIN MENU represents what you would see with a 2 drive system. If you have a 1 drive system the value 1 will show where the value 2 is showing.

You are going to load a prepared file to SPELL CHECK. This file is found on the program disk under the title "DEMO". If you have a 1 drive system, place the program disk in drive one. If you have a 2 drive system, place the program in drive 1 and the dictionary in drive 2.

To SPELL CHECK a file, press the letter **S**. This will cause a directory of the data disk (program disk for this example) to be displayed on the video screen. If you are following this tutorial, you will see the following screen display:

```
Load File: 

Directory

# DEMO      LP      16      # DUMMY LP      6
  COUNTRYSLP      2

Free: 565
```

The prompt at the top of the screen indicates you are to enter the name of the file to be SPELL CHECKED. For this example, type in the file DEMO and press **RETURN**.



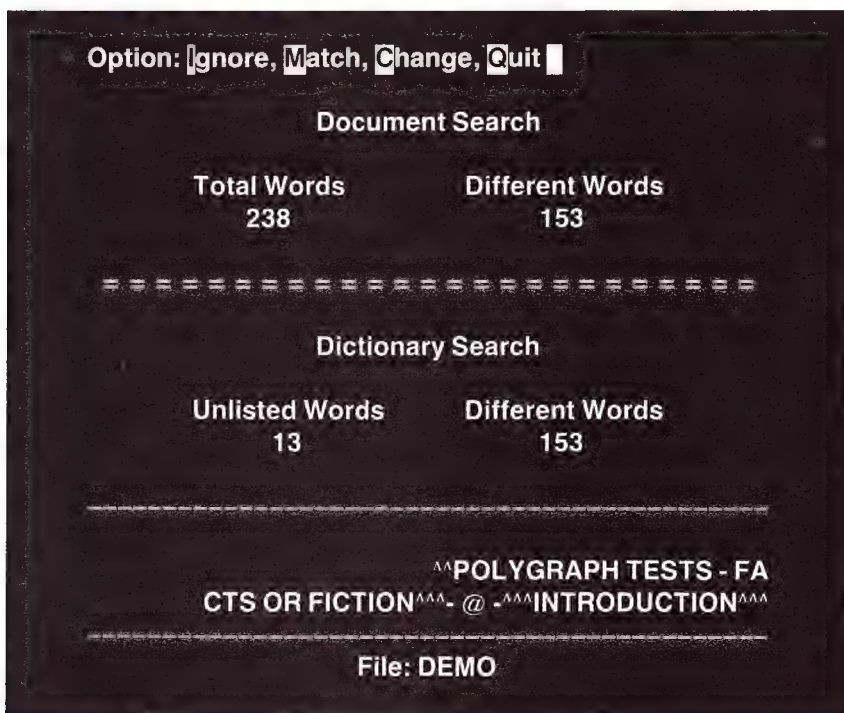
It is important you type in the file just as it appears on the screen. The extension LP need not be entered. Capital letters and lower case letters need to be entered just as they appear on the screen. There is a maximum of 8 characters allowed per file name.

Spell Perfect is designed to SPELL CHECK LJK Dos text files, such as those prepared with the Letter Perfect word processor. Text files as prepared with other word processing programs may be SPELL CHECKED after being converted to LJK Dos from Atari Dos. LJK's Disk Utility program (List #2004) allows for the conversion and reconversion between these 2 operating systems.

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If you have a 2 drive system, the computer will automatically read the file to be SPELL CHECKED and compare it to the dictionary for possible misspellings. Sit back and wait, until both busy lights are off. Read the following section applying to your disk drive system.

DUAL DRIVE SPELL CHECKING

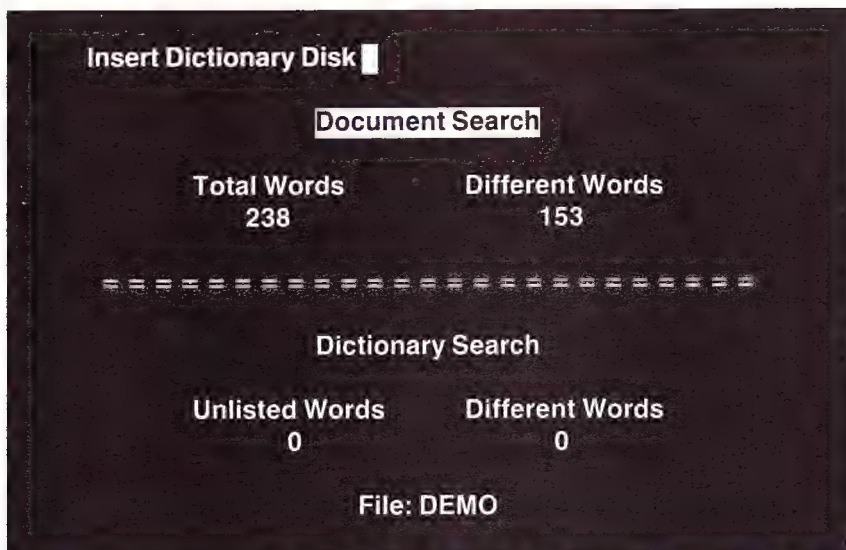


To understand the specifics of SPELL CHECKING, read the 1 drive SPELL CHECKING procedure following. If you have no interest, go to the section marked SPELL CHECKING WITH A ONE OR TWO DRIVE SYSTEM.

SINGLE DRIVE SPELL CHECKING

Having answered the LOAD FILE prompt and pressing **RETURN**, those of you with a single drive system will see the following menu:

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After the file has been loaded, you will see several things happen. The words "Document Search" on the top half of the screen will be in inverse video. Underneath the words "Document Search" are "Total Words" and "Different Words". The actual number of words in the text will be counted and will register under "Total Words". The number of different words in the text (i.e., words appearing in the text only once) will register on your screen under "Different Words". The name of the file you have loaded to spell check is seen at the bottom of the screen. Once this task has been completed, the busy light will go off, and you will see the following prompt in the upper left-hand corner of the video screen:



Remove from the drive the disk you were checking and insert the dictionary disk in its place. Press **RETURN**. You will see the following things happen: The words "Dictionary Search" on the lower half of the screen will appear in inverse video, the words "Document Search" on the upper half of the screen will no longer appear in inverse video. The zero underneath the words "Different Words" will increase as the words are tallied. The number underneath the words "Unlisted Words" will increase as the different words are compared to the dictionary. Those "Different Words" not on the dictionary will become "Unlisted Words". If a disk other than the dictionary is placed in the drive, an error message "ERROR: No Dictionary" will appear on the upper left-hand corner. The dictionary disk should be placed in the drive and the **RETURN** key pressed for the SPELL CHECKING to continue.

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SPELL CHECKING WITH A ONE OR TWO DRIVE SYSTEM

Whether you are using a 1 or 2 drive system you will see the following screen mask:

Option: **I**gnore, **M**atch, **C**hange, **Q**uit **I**

Document Search

Total Words	Different Words
238	153

=====

Dictionary Search

Unlisted Words	Different Words
13	153

^^POLYGRAPH TESTS - FA
CTS OR FICTION^^^ - @ -^^^INTRODUCTION^^^

File: DEMO



If for some reason you accidentally choose the SPELL option or you simply typed the wrong FILE, you can abort the SPELLING operation easily. To do this, press the letter **Q** for QUIT. After the letter **Q** is pressed, you will see a prompt in the upper left hand corner of the video screen which reads: "Quit, press #:" This is a safety feature to prevent you from accidentally aborting the SPELL CHECKING process. If you still wish to exit to the MAIN MENU, press the **#** symbol keys and you will be returned to the MAIN MENU.

You are ready to begin SPELL CHECKING your file. In the upper left-hand corner of your video screen you will see the following prompt:

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Option: **I**gnore, **M**atch, **C**hange, **Q**uit

These are the four options you have for correcting misspelled words. As you can see, the word POLYGRAPH is in inverse video. When a word is highlighted in inverse video at the bottom of the screen (text window), the program is indicating the word is possibly misspelled. After the word "FICTION" and before and after the word "INTRODUCTION" you will see what are called "carets" (^). These carets are replacing control characters that appear in the text. Some examples of control characters are carriage returns, centering commands, underlining commands, and format lines.

Our first example is the word "POLYGRAPH". This word is spelled correctly but is not found in the dictionary. You may press the **I** key for IGNORE and ignore the word and any other occurrences in the text of the word "POLYGRAPH".

After pressing the **I** key the text window will change as follows:

CTS OR FICTION^^^ @ ^^^INTRODUCTION^^^
A large part of the **criminalist**'s work i
s nothing more than a battle against lie

The word "criminalist" is highlighted in inverse video. Notice the "'s'" is not included in the inverse video. The program is saying the word "criminalist" is not in the dictionary. Since it is an incorrect word, you want to CHANGE the word "criminalist" to the word "criminal". Press the letter **C** for CHANGE. The prompt in the upper left-hand corner of the screen will change as follows:

word: **criminalist**

NOTE—Words less than 3 characters are not checked against the dictionary. The reason is many numbers and Roman numerals fall into this category and would waste time when SPELL CHECKING a file.

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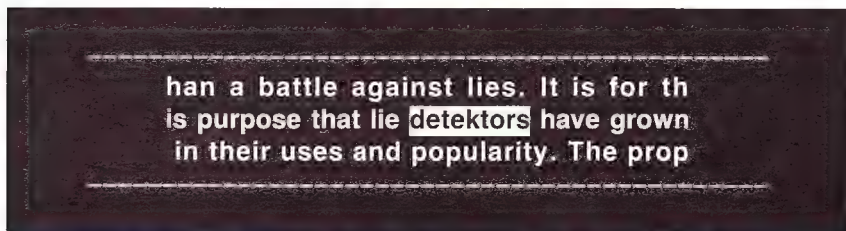
The cursor is resting on the first letter of the word "criminalist". You wish to edit the word on the top line so it will read "criminal". Move the cursor, using the CONTROL→, until it is resting on the third letter "i" in "criminalist". Press the ESCAPE key and the characters from the cursor on will be deleted. The letters remaining before the cursor will be inserted into the text. In our example above the word "criminalist" has been replaced with the word "criminal". The word has been replaced in context with the proper spacing between words.



You have the following editing commands available to you. In the example above you used the ESCAPE key to accept the word up to cursor location and delete characters following the cursor. Below is a list of editing commands which can be used when editing words:

CTRL A	—Move cursor to beginning of word
CTRL Z	—Move cursor to end of word
CTRL INSERT	—Insert character at cursor
CTRL DELETE/BACKS	—Delete character at cursor
DELETE/BACKS	—Delete character left
ESC	—Accept word up to cursor
RETURN	—Accept entire word
SHIFT CLEAR	—Erase edited word/returns original word
CTRL→	—Move cursor right
CTRL←	—Move cursor left

After you have pressed the ESCAPE key your screen will change as follows:



You will see the word "detektors" highlighted in inverse video. This word is obviously misspelled. The correct spelling of the word is "detectors". Press the **C** key for CHANGE and the prompt in the upper left-hand corner of the screen will change as follows:

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word: **detektors**

The cursor is resting on the first letter of the word. Press the CTRL→ keys until the cursor is resting on the letter "k" of the word "detektors". Press the letter "c" and the "k" will be replaced with the "c". The word will appear as follows:

word: **detectors**

Press **RETURN** and the misspelled word will be replaced with the corrected word. If the word "detektors" appears anywhere else in the text it will also be replaced with the word "detectors". Any time a word is changed in the SPELL CHECKING procedure, any and all occurrences of the same misspelled word will be changed to the correct spelling throughout the rest of the document.

The following appears in the text window:

lie detectors have grown in their uses and popularity. The **propper** use of the polygraph test is a highly controversial i

The word "propper" is highlighted indicating it is possibly misspelled. If you are not sure as to the correct spelling, you have the option of pulling out similar sounding alternatives. For our example press the letter **M** for MATCH. When the **M** key is pressed, the busy light on the dictionary drive will momentarily go on and off. The program is searching for alternative words on the dictionary disk. When the busy light goes off, the screen will change as follows:

Option: **M**ore, **S**el, **Q**uit

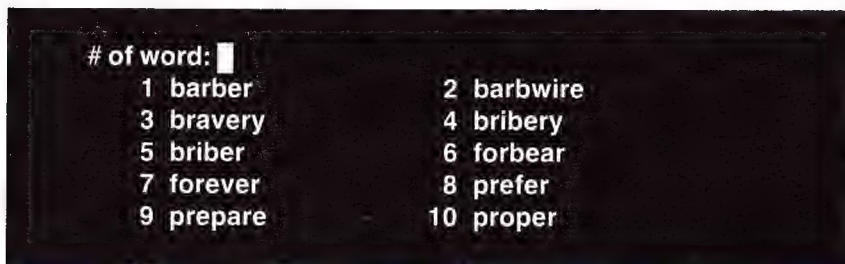
- | | |
|-----------|------------|
| 1 barber | 2 barbwire |
| 3 bravery | 4 bribery |
| 5 briber | 6 forbear |
| 7 forever | 8 prefer |
| 9 prepare | 10 proper |

lie detectors have grown in their uses and popularity. The **propper** use of the polygraph text is a highly controversial i

File: DEMO

SPELL PERFECT™

We see the correct spelling of the word listed after the number 10. You want to replace the word "propper" with the word "proper". Press the letter **S** for SELECT and your screen will change as follows:

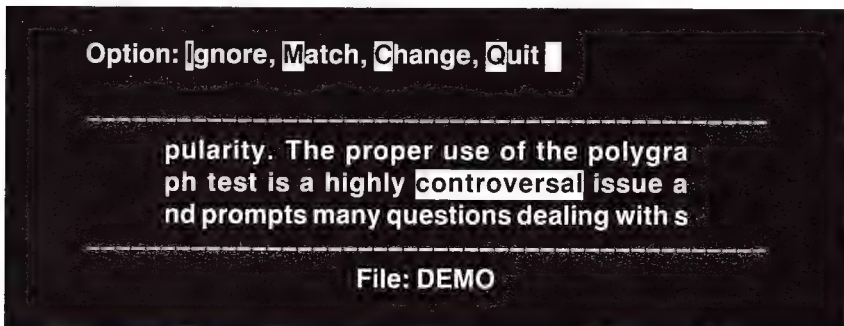


Press the number "10" to select the word "proper" and press **RETURN**. If you accidentally selected a number other than "10" and pressed **RETURN**, do not worry. Press the ESCAPE key and then choose the **M** for MATCH. The same MATCH screen (the one above) will be displayed. Choose **S** for SELECT and type in "10". Your screen will look as follows:



This is your last chance to edit the word before replacing it in the text. In this case you do not need to make any additional changes, just press **RETURN**. After doing this, the misspelled word "propper" will be replaced with the correct spelling "proper". Any following occurrences of "propper" will also be changed to "proper".

You will see the following screen display:



The word "controversal" is highlighted in inverse video. Is this word misspelled? Press the **M** key for MATCH. The disk in the drive will spin, and the following will be displayed on the screen:

SPELL PERFECT™

Option: **More**, **Sel**, **Quit**

- | | |
|------------------|---------------------|
| 1 centerpiece | 2 contraptions |
| 3 contributed | 4 contributes |
| 5 contributing | 6 contributions |
| 7 contribution | 8 contributors |
| 9 contributor | 10 contribute |
| 11 controversial | 12 controversies |
| 13 controversy | 14 counterfeit |
| 15 counterparts | 16 counterpart |
| 17 counterpoint | 18 gumdrops |
| 19 gumdrop | 20 counterproductiv |

pularity. The proper use of the polygraph test is a highly **controversal** issue and prompts many questions dealing with s

File: DEMO



When the MATCH option is chosen, similar sounding words will be listed on the video screen. The words are listed in alphabetical order with the exception that base words may be listed following their plural or past tense forms. The above example has "(5) contributors" listed before "(6) contribute".

In the above example the word "counterproductiv", listed by the number 20, is missing the "e" at the end of the word. (**THIS IS AN EXAMPLE ONLY.** "COUNTERPRODUCTIV" DOES NOT APPEAR ON YOUR VIDEO SCREEN BECAUSE THE WORD DOES NOT APPEAR IN OUR DICTIONARY.) When doing a match, similar sounding words are displayed. There is space for a word of 16 characters or less to be listed. If you were to choose the SELECT option and choose #20, the word "COUNTERPRODUCTIVE" would be displayed in its entire form. Only 16 characters will be displayed in the MATCH process; **ALL** the characters will be displayed at the top of the screen, after pressing **S** for SELECT.

The word "controversal" has been misspelled. Press the **S** key for SELECT and the following prompt will appear in the upper left-hand corner:

SPELL PERFECT™

of word: 1

Press the number "11" to choose the proper spelling of the word you want. In this case it is "controversial". The following will appear in the upper left-hand corner of the video screen:

word: controversial

In this case, you do not need to edit the word. Press **RETURN** and the misspelled word "controversial" will be replaced with the proper spelling of "controversial". The screen will appear as follows:

Option: Ignore, Match, Change, Quit

few minutes I hope I can present the facts and explain the controversial.^^ At present the polygraph only records changes

File: DEMO

The word "controvursy" is being highlighted in inverse video. The word should be spelled "controversy". You do not need to perform a MATCH since you already know how to spell "controversy". Press the letter **C** for CHANGE and the prompt in the upper left-hand corner will change as follows:

word: controversy

We want to change the letter "u" to an "e". Press CTRL Z to move the cursor to the end of the line. Press the CTRL ← keys until the cursor is resting on the letter "u". Type an "e" in the place of the "u" and the correction will be made. Press **RETURN** and the word "controversy" will replace the misspelled word "controvursy".

Your screen will look as follows:

SPELL PERFECT™

Option: **I**gnore, **M**atch, **C**hange, **Q**uit **I**

rsy. "At present the polygraph only records changes in such **physiological** reactions as pulse, breathing rate, and blood

File: DEMO

The word "physiological" is being highlighted in inverse video. Press **M** for MATCH and the disk in the drive will begin to spin. When the busy light goes off, you will see the following prompt in the upper left-hand corner:

No matches

This prompt indicates there are no words in the dictionary sounding similar to the word "physiological". After the prompt "No matches" press **RETURN** and you will be returned to the previous screen. If the word was misspelled, you could edit the word by using the CHANGE option. For our example, press the letter **I**. This and all following occurrences of the word "physiological" will be ignored.

The program will search for the next possibly misspelled word. Your screen should appear as follows:

Option: **I**gnore, **M**atch, **C**hange, **Q**uit **I**

reathing rate, and blood pressure. From these records, the **polygraphist** propose s to accomplish that which the instramen

File: DEMO

The word "polygraphist" is being highlighted in inverse video. If you feel this word is misspelled try a MATCH. Otherwise, press the letter **I** and IGNORE all occurrences of the word "polygraphist". After proceeding to the next possibly misspelled word your screen should look as follows:

SPELL PERFECT™

Option: **I**gnore, **M**atch, **C**hange, **Q**uit

rds, the polygraphist proposes to accomplish that which the **instrument** cannot—he must reach a conclusion which the machi

File: DEMO

The word “instrument” is being highlighted in inverse video. This means either the word is misspelled or it is not in the dictionary. To find out which case is correct, press the letter **M** for MATCH. The disk drive will turn on and off and the screen will look as follows:

Option: **M**ore, **S**el, **Q**uit

- | | |
|---------------|----------------|
| 1 hamstring | 2 instrumental |
| 3 instruments | 4 instrument |
| 5 nectarines | 6 nectarine |
| 7 nocturnal | |

rds, the polygraphist proposes to accomplish that which the **instrument** cannot—he must reach a conclusion which the machi

File: DEMO

You can see the word is misspelled. Press the letter **S** to SELECT the properly spelled word. The prompt in the upper left-hand corner will change as follows:

of word: **4**

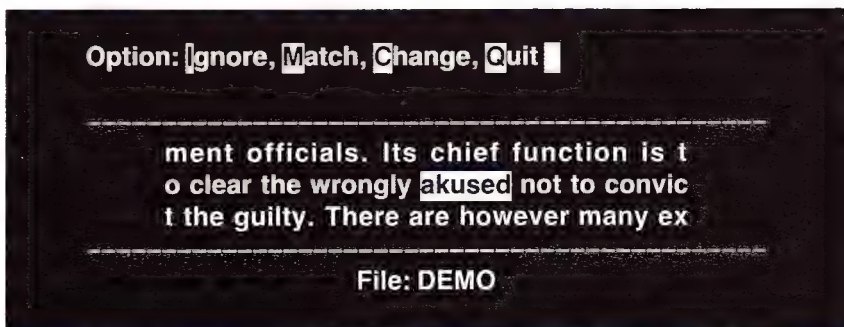
Press the number “4”. Press **RETURN** and the screen will change as follows:

word: **instrument**

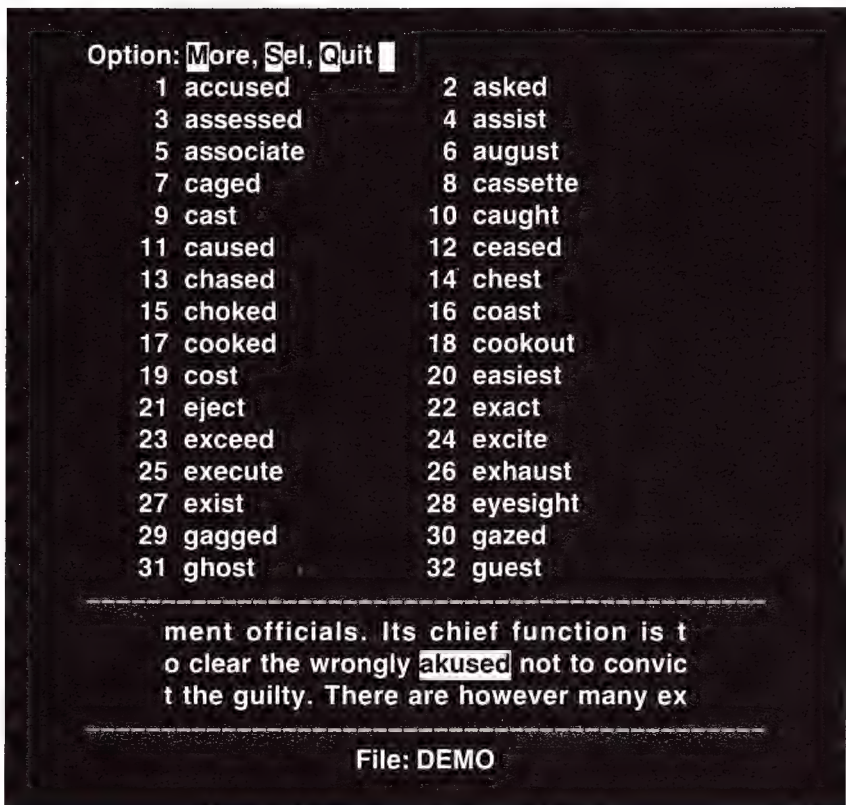
This is your last chance to make any corrections before the word is replaced in the text. Remember, any occurrences of the word “instrument” will be changed to “instrument” throughout the entire text. Press **RETURN** to complete the operation.

SPELL PERFECT™

Your screen should look as follows:



The misspelled word "akused" is in inverse letters. The word is noticeably misspelled. However, is the word supposed to be spelled "acused" or should it be spelled "accused"? In order to find out you would do one of two things: Consult a dictionary, or hope the word will be pulled out when doing a MATCH. For this example, press the **M** key for MATCH. The disk in the drive will momentarily spin and the following screen display will appear:



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The word "accused" is the first word listed. Instead of pressing SELECT as before and correcting the misspelled word, take a minute to explore some concepts concerning the match procedure. Press the letter **M** for MORE and the screen will change as follows:

Option: More, Sel, Quit

- | | |
|------------|-------------|
| 1 gusty | 2 gust |
| 3 highest | 4 housecoat |
| 5 jagged | 6 jest |
| 7 joked | 8 juiced |
| 9 just | 10 quest |
| 11 quizzed | 12 sachet |
| 13 sagged | 14 sauced |
| 15 scat | 16 scout |
| 17 seaside | 18 sect |
| 19 seized | 20 sighed |
| 21 sight | 22 sixth |
| 23 sixty | 24 sized |
| 25 skate | 26 skid |
| 27 soaked | 28 society |
| 29 sought | 30 squad |
| 31 squat | 32 squid |

ment officials. Its chief function is to
clear the wrongly akused not to convic
t the guilty. There are however many ex

File: DEMO

The only thing changed after pressing the **M** key for MORE is that a new list of "Match words" were displayed. If you continued to press the **M** key you will move to the next list of MATCH words until you return to the original screen which has the word "accused" as the first choice.

If you had chosen the MATCH option by mistake, you would press the letter **Q** for QUIT. For this example press the letter **Q**. Your screen should appear as follows:

Option: Ignore, Match, Change, Quit

ment officials. Its chief function is to
clear the wrongly akused not to convic
t the guilty. There are however many ex

File: DEMO

SPELL PERFECT™

Notice the same word is still in inverse video. The program has not started to look for the next misspelled word. You still have not corrected the misspelling of "akused". Fix the mistake right now. Press the **M** key for MATCH. (Did you notice the drive did not spin this time? This is because the list of "Match words" has already been loaded into memory.) Press the letter **S** for SELECT. Type in the number "1" after the prompt of "# of word:_" and press **RETURN**. Again press **RETURN** and the corrected word will be reinserted into the text. Your screen should look as follows:

Option: **I**gnore, **M**atch, **C**hange, **Q**uit

I stimulate tension and nerves, thus causing poor results. **Howevar** this is taken into consideration when the test is being

File: DEMO

The word "Howevar" should be shown in inverse video. The proper spelling of the word is "However". To make this correction press the letter **C** for CHANGE and the prompt in the upper left-hand corner should change to appear as follows:

word: **h**owevar

The word "Howevar" appears entirely in lower case letters. When a word is lifted out of context to be changed, it will always appear in lowercase. If you correct the word and return it to the text, it will automatically be replaced in lowercase unless it is the first word of a sentence. The first letter in the first word of a sentence will be replaced as a capital letter. If a word you change is in all capital letters, it will remain so after you have corrected it and returned it to the text. Any occurrence of a misspelled word will be replaced in its proper context.

Move the cursor using the CTRL→ until it is resting on the letter "a". Type an "e" in the place of the "a" and press **RETURN**. The corrected word will be reinserted into the text. The next unique word will be displayed on the screen as follows:

Option: **I**gnore, **M**atch, **C**hange, **Q**uit

hich reactions are established. It is at this time that the **polygraphists** will inject a "dynamite question" which and di

File: DEMO

SPELL PERFECT™

The word "polygraphists" is spelled correctly. Press the letter **I** to IGNORE this word and all following occurrences of the word "polygraphists". After IGNORING the word "polygraphists" the computer will look for the next misspelled word. (This is the last example.) Your screen will appear as follows:

Option: **I**gnore, **M**atch, **C**hange, **Q**uit **I**

ers to the offense. The graphic results
, when examined and **enterper**ted by an ex
pert, would indicate whether of not the

File: DEMO

The word "enterperited" is not on the dictionary disk. This word closely resembles several words but seems to be misspelled. Press the letter **M** for MATCH to find out. The screen will change as follows:

Option: **M**ore, **S**el, **Q**uit **M**

- | | |
|--------------------|-------------------|
| 1 enterprises | 2 enterprising |
| 3 enterprise | 4 interference |
| 5 interfered | 6 interferes |
| 7 interfering | 8 interfere |
| 9 interpretations | 10 interpretation |
| 11 interpreted | 12 interpreter |
| 13 interprets | 14 interpret |
| 15 interviewers | 16 introvert |
| 17 underprivileged | |

ers to the offense. The graphic results
, when examined and **enterper**ted by an ex
pert, would indicate whether of not the

File: DEMO

We should replace the word "enterperited" with the word "interpreted". This should be a simple operation. Press the letter **S** for SELECT and the prompt in the upper left-hand corner will change as follows:

of word: **1**

Type in the number "11" and press **RETURN**. The word "interpreted" will be displayed in the upper left-hand corner. Since you do not need to edit this word, press **RETURN**. The originally misspelled word "enterperited" will be replaced with the correct spelling "interpreted". If you have a 1 or 2 drive system read the appropriate section following:

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SAVING FILES WITH A ONE DRIVE SYSTEM

If you have a 1 drive system you will see the following prompt in the upper left-hand corner of the video screen:



Insert File Disk

At this time remove the dictionary disk from the disk drive and insert your FILE DISK (for this example use the program disk). When you have completed this operation press **RETURN**.

You will see a directory of your disk with the following prompt appearing in the upper left-hand corner of the video screen:



Save File:

Type in the FILENAME "DEMO" and press **RETURN**.

SAVING FILES WITH A DUAL DRIVE SYSTEM

If you have a 2 drive system you will automatically see the following:



Save File:

Directory

#	DEMO	LP	16	#	DUMMY	LP	6
	COUNTRYSLP		2				

Free: 565

Type in the FILENAME "DEMO" and press **RETURN**.

SINGLE OR DUAL DRIVE SYSTEM

After the **RETURN** key is pressed you will see the following screen mask:

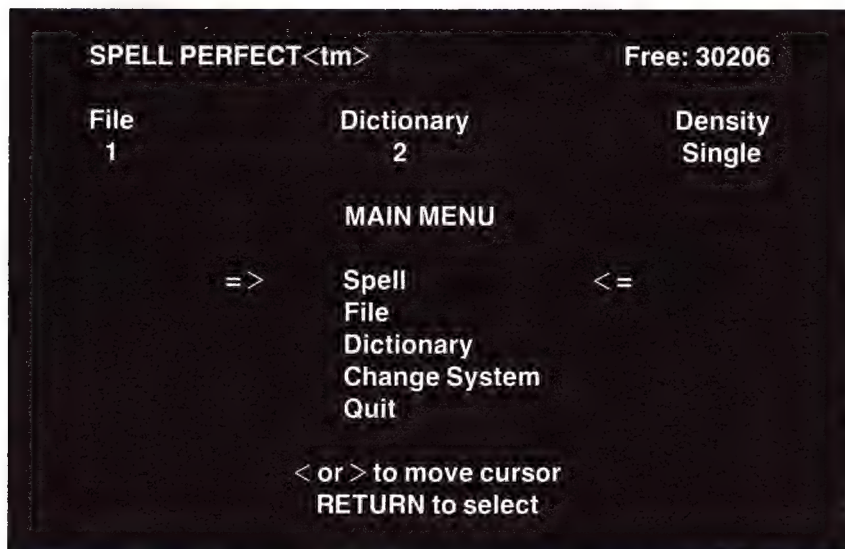


ERROR: locked

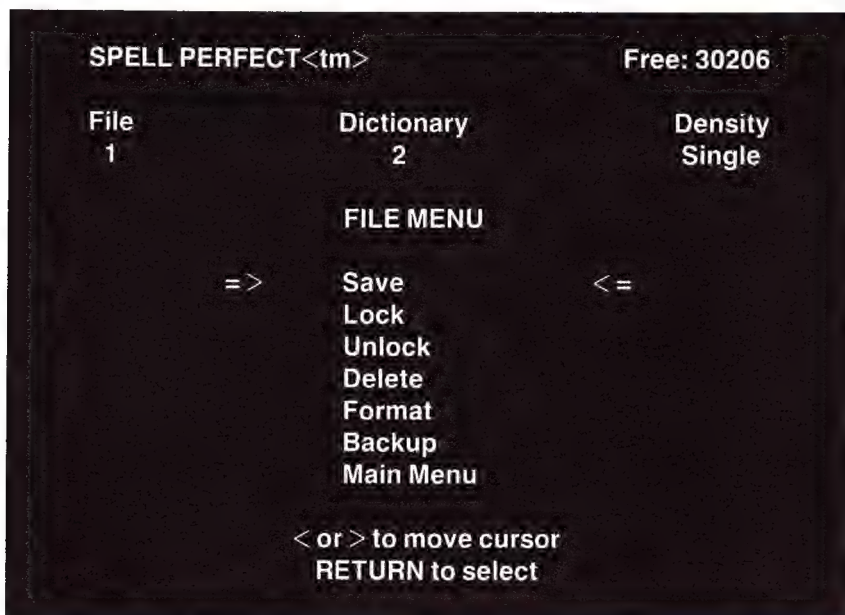
File: DEMO

SPELL PERFECT™

This prompt indicates the file cannot be saved with the FILENAME given because the file has been locked. DO NOT PANIC! You will be able to save the file easily, without having to SPELL CHECK the file again. At this time press **RETURN**. Your cursor will be resting on the SPELL option in the MAIN MENU. Your video screen should look as follows:

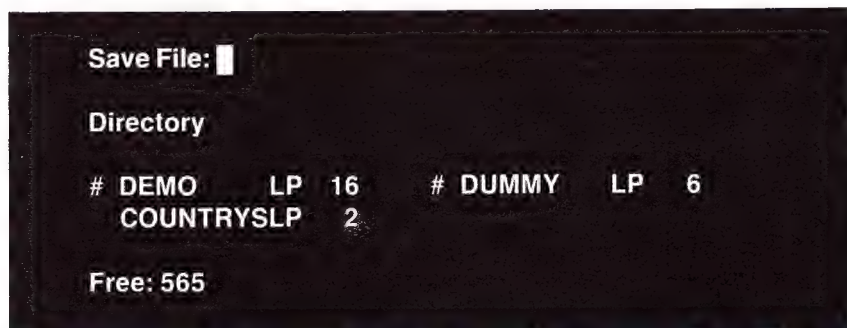


Press the letter **F** for File and the menu will change as follows:



SPELL PERFECT™

You are on the file menu. Press the letter **S** for SAVE or just press **RETURN** since the arrows are pointing to that option. The screen will appear as follows:



Type in a FILENAME other than DEMO so this demo file will remain intact on the disk. Any name will do; for this tutorial use the example FINISHED. After typing in the name "FINISHED" you should press the **RETURN** key. The busy light will go on, the disk will spin in the drive, and the corrected file will be saved to the disk under its new name. When the busy light is off, and the task is completed, the video screen will return to the FILE MENU.



You must observe the following rules when selecting a FILENAME. The FILENAME cannot be more than eight characters in length. Using a FILENAME already existing on the disk will cause the file residing on the disk to be erased, and the file in memory will be saved under that name. The old file **cannot** be recovered. If insufficient room exists on the disk for the file to be saved, the file will not be lost. The following section explains how to handle this problem.

You have just saved a file to the disk. One possible problem could occur after you have been using the program for a period of time. The problem is the disk will be full and there will be insufficient room on the disk for the file you wish to save. When this happens the following prompt will occur in the upper left-hand corner of the video screen:




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Press the **RETURN** key and you will be returned to the FILE MENU. Don't panic, the file you were working on is still in memory and your work has not been lost.

You need a blank disk to save the file on. Remove the data disk from the drive and place a blank disk in its place. Get a disk having no data on it because the disk will be erased in the following operation.

With the blank disk in the drive, press the **F** key to go into the FORMAT operation. The following prompt will appear at the top of the FILE MENU:



Insert Blank Disk, press #: █

Press the number key **#** as instructed; the disk drive will format the blank disk in the drive so it may receive the data you wish to save. When the formatting procedure is completed the busy light will go off.

You still have the FILE MENU on the video screen, just press the **S** key to save the file. The screen will appear as follows:



Save File: █

Directory

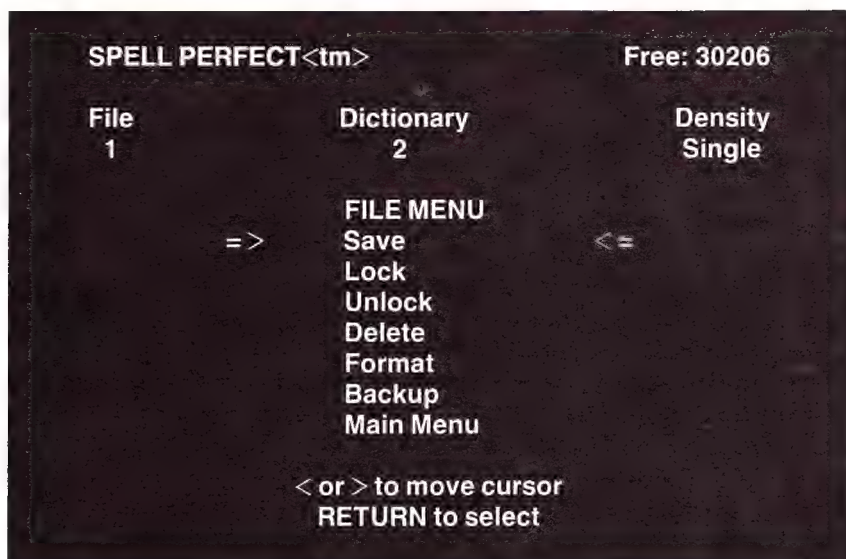
Free: 708

Type in the name of the file you wish to save and press the **RETURN** key. The file will be saved to the newly formatted disk. When the busy light goes off, the FILE MENU will be on the video screen.

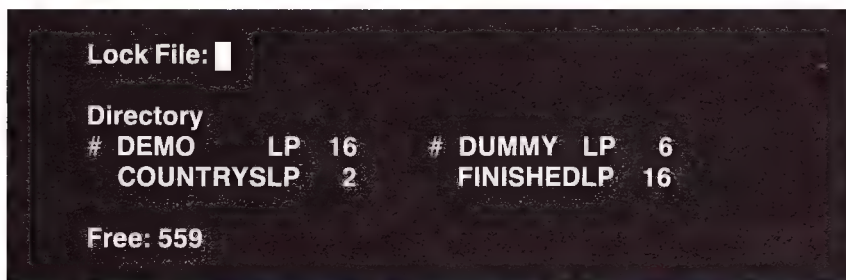
At this time, remove the disk you have just formatted and saved the file to and replace it with the program disk which you have been working with.

LOCKING A FILE—You have saved a file that has been SPELL CHECKED. At the completion of this operation the video screen will appear as follows:

SPELL PERFECT™

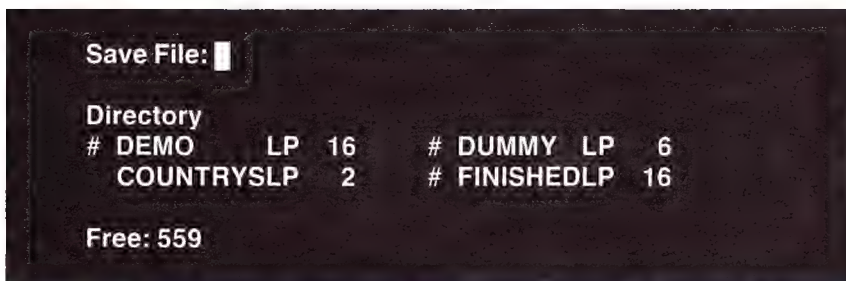


We are going to lock the file you have just saved at this point. Press the **L** key to lock the file and the following will appear on the video screen:



We are going to LOCK the file "FINISHED", the file you have just saved. To do this, type in the name FINISHED and press the **RETURN** key. The busy light will go on momentarily, the disk will spin in the drive, and the file will be LOCKED.

You will see the FILE MENU on the video screen. Press the **S** key and the following will appear on the video screen:



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As you will note, there is a pound sign in front of the word FINISHED indicating this file is LOCKED. Press the **RETURN** key to return to the FILE MENU.



A LOCKED file is one that cannot be erased by saving a file over it when using the same name. LOCKED files can be SPELL CHECKED with no problem. However, as you have probably noticed from the preceding section, to save the FILE you must use a different name or UNLOCK the file if you wish to save the file with the same name.

We are going to UNLOCK the file called "DUMMY". Press the letter **U** for UNLOCK and you will see the following screen display:

```
Unlock File: █

Directory
# DEMO      LP  16      # DUMMY LP   6
  COUNTRYSLP  2      # FINISHEDLP 16

Free: 559
```

Enter the name DUMMY just as it is typed on the Directory. Press **RETURN** after you have entered the name DUMMY. The busy light will go on momentarily and the FILE MENU will return to the video screen. The file DUMMY has been unlocked.

We are going to DELETE the file DUMMY from the disk. The FILE MENU is being displayed. Press the letter **D** to initiate the DELETE procedure, causing the following screen to appear:

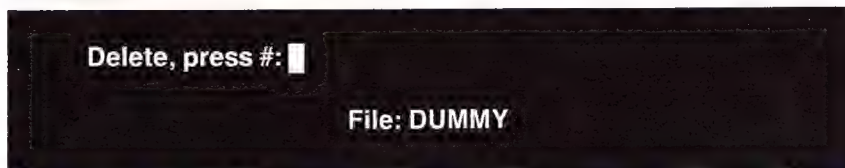
```
Delete File: █

Directory
# DEMO      LP  16      DUMMY LP   6
  COUNTRYSLP  2      # FINISHEDLP 16

Free: 559
```

SPELL PERFECT™

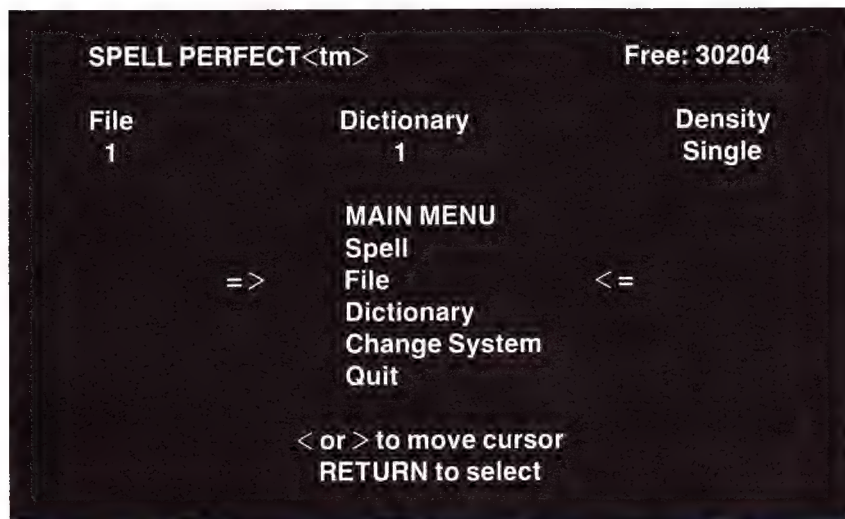
You will notice there is no longer a pound symbol **#** in front of the file DUMMY. You have unlocked the file. Enter the name DUMMY and press **RETURN**. The screen will change as follows:



The FILENAME you are going to delete is displayed at the bottom of the screen. To complete the deleting of the file you must hold down the shift key and press the "3" key. This is a safety procedure to help prevent the accidental deletion of files. At this time you have two choices. If you press any key other than the Shift-3 combination, you will be returned to the FILE MENU. If you press the Shift-3 combination, the file will be deleted and will no longer appear on the directory. The file may never be recovered. Hold down the SHIFT key and press the "3" key and the deleting procedure will begin. The disk will spin in the drive; when the busy light goes off the file is deleted. You will be back at the FILE MENU.

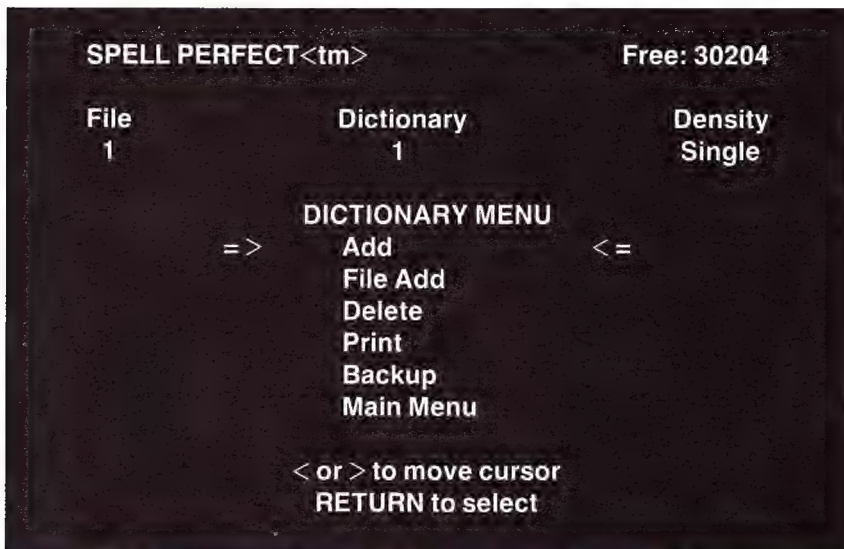
If you wish to make a BACKUP of your FILE DISK, you may do so at this time. When you first started reading this manual it was explained how to make a BACKUP of your program disk. The procedure is the same for making a BACKUP copy of a FILE DISK. If you are not sure how this is done, refer to that section of the manual.

You are ready to return to the MAIN MENU. Press the letter **M** for MAIN MENU and the screen will change as follows:



SPELL PERFECT™

You are going to move to the **DICTIONARY MENU**. Press the letter **D** and the following screen will appear:



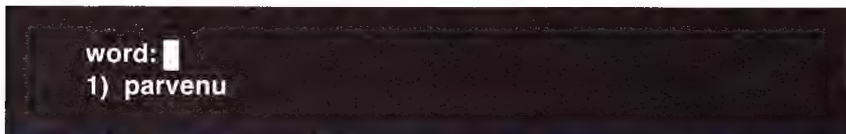
You are going to **ADD** five words to the **DICTIONARY**. The five words are:

- 1) parvenu
- 2) Atari
- 3) Apple
- 4) symbiosis
- 5) entrepreneur

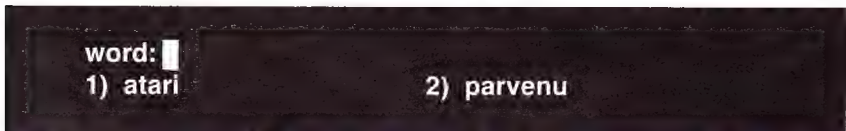
Press the letter **A** for **ADD**. You will see the following screen display:



Type in the word "parvenu" and press **RETURN**. Your screen should change as follows:



Type in the word "Atari" and press **RETURN**. You will see the following:



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Notice the word "Atari" has been inserted into the list in lowercase letters. All words are added to the dictionary as lowercase. Follow the same procedure with the word "Apple". Type the following word "symbosis" and press **RETURN**; the word has intentionally been misspelled. This is being done to show how you can easily correct mistakes. This will be explained in a moment. The screen should look as follows:

```
word: 
1) apple          2) atari
3) parvenu       4) symbosis
```

After the prompt "word:_" type the word "entrepreneur" and press **RETURN**. Once again you will see the prompt "word:_" . Press the **RETURN** key and your screen should change as follows:

```
Option: Write, Add, Edit, Del, Quit, Menu 
1) apple          2) atari
3) parvenu       4) symbosis
5) entrepreneur
```

This is your chance to correct any possible typing errors. For example, you misspelled the word "symbosis". Now is your chance to correct it. Press the letter **E** for EDIT and the prompt in the upper left-hand corner of the screen will change as follows:

```
# of word: 
```

This prompt is asking for the number of the word you wish to edit. In this case the number is "4". Type the number "4" and press **RETURN**. The screen will look as follows:

```
word: symbosis
1) apple          2) atari
3) parvenu       4) symbosis
5) entrepreneur
```

You can correct the misspelled word "symbosis". Remember the editing commands used while doing a MATCH; they also apply now. Using the **CTRL** → keys move the cursor until it is resting on the letter "o". Hold down the **CTRL** > (greater than) keys and you will insert a space

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between the letter "b" and the letter "o". Type in the letter "i" where the cursor is resting and press **RETURN**. You have just corrected a misspelled word from the list of words. At this time examine your list of words. If you have made other typing mistakes, correct them at this time. When your list is correct it should appear as follows:

Option: **Write, Add, Edit, Del, Quit, Menu**

- | | |
|-----------------|--------------|
| 1) apple | 2) atari |
| 3) parvenu | 4) symbiosis |
| 5) entrepreneur | |

You are going to ADD two more words to the list of words to be ADDED to the dictionary. Press the letter **A** for ADD and the screen will change as follows:

word:

- | | |
|-----------------|--------------|
| 1) apple | 2) atari |
| 3) parvenu | 4) symbiosis |
| 5) entrepreneur | |

Type in the word "Billy" and press **RETURN**. The screen will change as follows:

word:

- | | |
|--------------|-----------------|
| 1) apple | 2) billy |
| 3) atari | 4) parvenu |
| 5) symbiosis | 5) entrepreneur |



When a list of words is being created for the purpose of adding to the dictionary, they are not organized in alphabetical order as was seen during the MATCHING procedure. The words are placed in a special phonetic order so they can be inserted into the dictionary. This is the program's way of keeping track of words, and allowing it to display similar sounding words during the SPELLING of files.

SPELL PERFECT™

Type in the word "common" and press **RETURN**. The following will appear on your video screen:

word:

1) apple

3) atari

5) parvenu

7) entrepreneur

2) billy

4) common

6) symbiosis

Press **RETURN** and the screen will remain the same except the prompt in the upper left-hand corner of the screen will read:

Option: **W**rite, **A**dd, **E**dit, **D**el, **Q**uit, **M**enu

We will delete the word "billy" from this list. Press the letter **D** for DELETE and the prompt line at the top of the screen will change to read:

of word:

Type in the number "2" which precedes the word "billy" and press **RETURN**. You will see on the screen:

Delete, press #:

1) apple

3) atari

5) parvenu

7) entrepreneur

2) billy

4) common

6) symbiosis

word: billy

The word "billy" is centered at the bottom of the screen. This is a prompt to remind you of the word you are deleting. Press the number sign (SHIFT-3) and the word "billy" is deleted.

You are now ready to add the words from the list to the dictionary. Your screen should look as follows:

Option: **W**rite, **A**dd, **E**dit, **D**el, **Q**uit, **M**enu

1) apple

3) common

5) symbiosis

2) atari

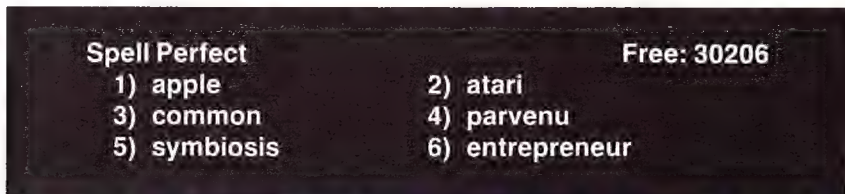
4) parvenu

6) entrepreneur

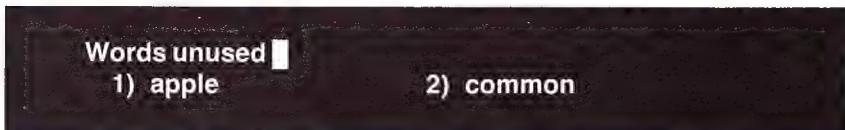
SPELL PERFECT™

If you wanted, you could continue to add words until you had 32 words on the screen. You would have to WRITE those 32 words to the dictionary. You could continue to ADD more words until you had added all the words you wanted. If you just wanted to ADD a few words (as in the example above) you would accomplish this by using the QUIT option. The QUIT option and the WRITE option both save words to the dictionary. The only difference is the WRITE option allows you to continue in the "add mode" while the QUIT option returns you to the DICTIONARY MENU, after the listed words are saved to the dictionary.

You are going to save the words to the dictionary using the QUIT option. Press the letter **Q** for QUIT. If you have a 1 disk drive system you will see the prompt "Insert Dictionary Disk__". Insert the DICTIONARY disk in the correct drive and press **RETURN**. At this point, whether you have a 1 or 2 drive system, your screen will look as follows and several things will happen.



The disk will begin to spin in the drive. As the disk spins, words will slowly start to disappear from the video screen. As the word disappears, it is added to the dictionary. The words are being added in a specific fashion so they can be quickly retrieved while MATCHING words when SPELL CHECKING a file. When all the words are added to the dictionary, the busy light on the drive will go off and the video screen will look as follows:



The words "apple" and "common" were not used because they already existed in the dictionary. The program did not want to duplicate the words and waste valuable space on the dictionary disk.

Press **RETURN** and you will be returned to the DICTIONARY MENU.

FILE ADD

You are going to add a file to the dictionary having six names in it. The file will have the names of the following countries: Spain, France, Portugal, China, Japan and Australia. The file, used in the following example, was created using the LETTER PERFECT <tm> word processor. It was created by entering the words in the editor in a straight sequential format.

SPELL PERFECT™



This example is of six countries. The file can contain as many words as desired. Teachers, Lawyers, Doctors, Accountants, or other professionals will have a vocabulary specific to their work. They will find this is the easiest way to add a large number of words to the dictionary. Text files having been created in a Dos other than LJK's will have to be converted to LJK's Dos before entering them into the dictionary. The LJK Utility program (List #2004) allows for the conversion from Atari Dos to LJK Dos.

If you have a 1 drive system place the FILE DISK (program disk for this tutorial) in drive 1. If you have a 2 drive system your FILE DISK should already be in drive 1. The video screen is showing the DICTIONARY MENU at this time. To begin the FILE ADD procedure, you should press the **F** key and the screen will change as follows:

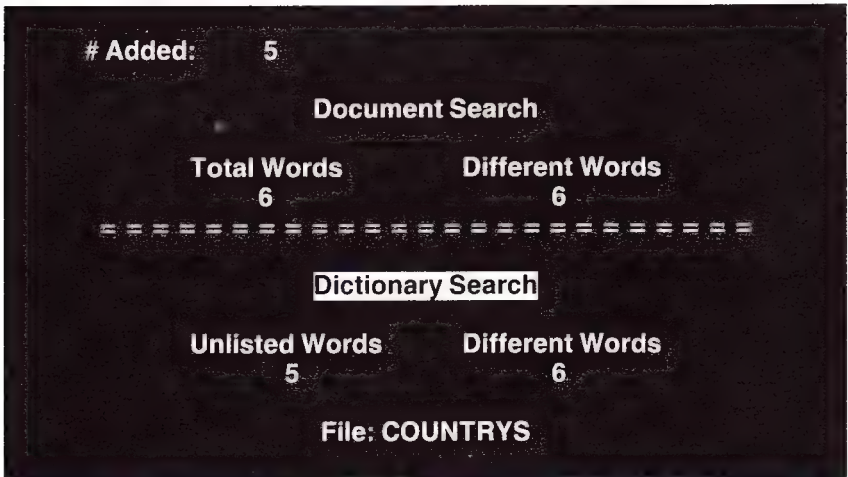


The prompt at the top left corner indicates you are to enter the name of the file you want to add to the dictionary. Type in the name "COUNTRYS" and press **RETURN**. Read the section below which describes your disk configuration.

DUAL DRIVE SYSTEM

If you have a two drive system you have little to do. Sit back and watch as words are added to the dictionary. When both busy lights go off, your video screen should look as follows:

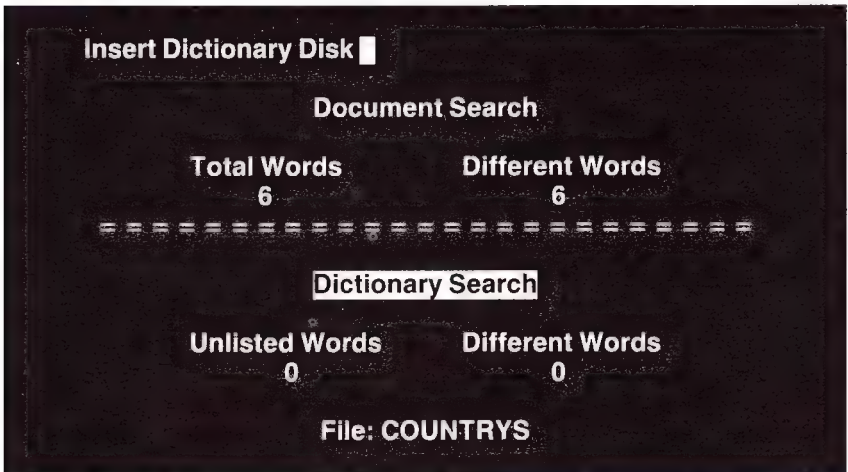
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As you can see from the first line on the video screen, 5 words have been added to the dictionary from the original 6. One word was not added because it already existed in the dictionary. This also explains why the column "Unlisted Words" in the lower half of the screen has the value 5. At this time press the **RETURN** key and you will be taken back to the DICTIONARY MENU.

SINGLE DRIVE SYSTEM

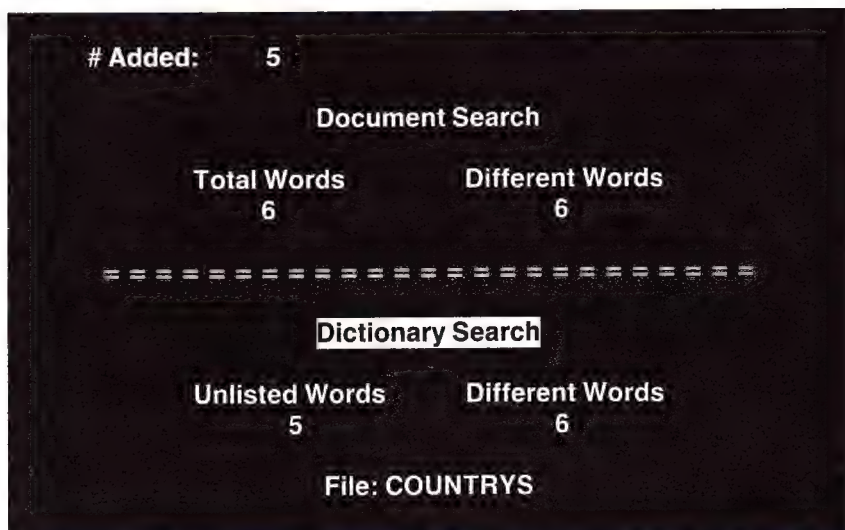
Having typed in the name of the file "COUNTRYS" and pressing **RETURN** you will see the following screen:



Follow the directions of the prompt at the top left-hand corner of the video screen. Remove the file disk from drive 1 and replace it with your dictionary disk. When the Dictionary Disk is in drive 1, press **RETURN**.

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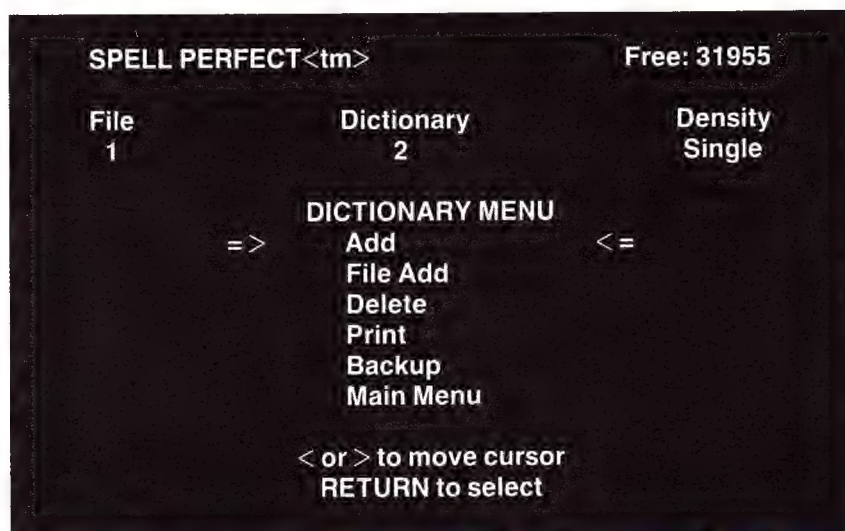
The video screen will look as follows:



As you can see from the first line on the video screen, 5 words have been added to the dictionary from the original 6. One word was not added because it already existed in the dictionary. This also explains why the column "Unlisted Words" in the lower half of the screen has the value 5. At this time press the **RETURN** key and you will be taken back to the DICTIONARY MENU.

SINGLE AND DUAL DRIVE SYSTEMS

Your screen should look as follows:



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We are going to DELETE 5 words from the DICTIONARY. The 5 words are:

- 1) parvenu
- 2) Atari
- 3) Apple
- 4) symbiosis
- 5) entrepreneur

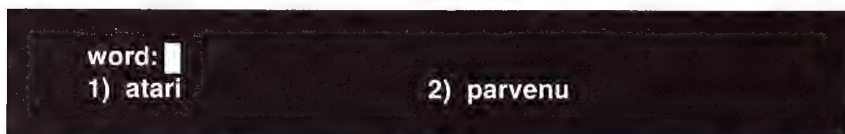
Press the letter **D** for DELETE. You will see the following screen display:



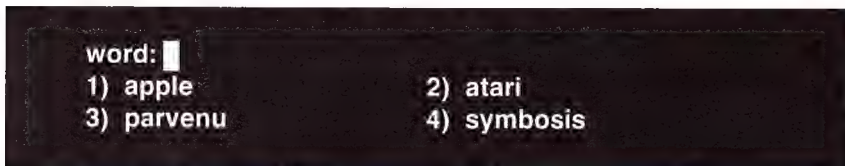
Type in the word “parvenu” and press **RETURN**. The screen should change as follows:



Type in the word “Atari” and press **RETURN**. You will see the following:



Notice the word “Atari” has been inserted into the list in lowercase letters. All words are added to the dictionary as lowercase. Follow the same procedure with the word “Apple”. Type the following word “symbosis” and press **RETURN**; the word has intentionally been misspelled. This is being done to show how you can easily correct mistakes. This will be explained shortly. The screen should look as follows:



After the prompt “word:___” type the word “entrepreneur” and press **RETURN**. Once again you will see the prompt “word:___”. Press the **RETURN** key and your screen should change as follows:

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Option: **W**rite, **A**dd, **E**dit, **D**el, **Q**uit, **M**enu

- | | |
|-----------------|--------------|
| 1) apple | 2) atari |
| 3) parvenu | 4) symbiosis |
| 5) entrepreneur | |

This is your chance to correct any possible typing errors. For example, the word "symbiosis" was intentionally misspelled. Now is your chance to correct it. Press the letter **E** for EDIT and the prompt in the upper left-hand corner of the screen will change as follows:

of word:

This prompt is asking for the number of the word you wish to edit. In this case the number is "4". Type the number "4" and press **RETURN**. The screen will look as follows:

word: **s**ymbiosis

- | | |
|-----------------|--------------|
| 1) apple | 2) atari |
| 3) parvenu | 4) symbiosis |
| 5) entrepreneur | |

You can correct the misspelled word "symbiosis". Remember the editing commands used while doing a MATCH; they also apply now. Using the CTRL → keys move the cursor until it is resting on the letter "o". Hold down the **CTRL** > (greater than) keys and you will insert a space between the letter "b" and the letter "o". Type in the letter "i" where the cursor is resting and press **RETURN**. You have just corrected a misspelled word from the list of words. At this time examine your list of words. If you have made other typing mistakes, correct them at this time. When your list is correct it should appear as follows:

Option: **W**rite, **A**dd, **E**dit, **D**el, **Q**uit, **M**enu

- | | |
|-----------------|--------------|
| 1) apple | 2) atari |
| 3) parvenu | 4) symbiosis |
| 5) entrepreneur | |

We will ADD two more words to the list of words you want DELETED from the dictionary. Press the letter **A** for ADD and the screen will change as follows:

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word: █

- | | |
|-----------------|--------------|
| 1) apple | 2) atari |
| 3) parvenu | 4) symbiosis |
| 5) entrepreneur | |

Type in the word "Billy" and press **RETURN**. The screen will change as follows:

word: █

- | | |
|--------------|-----------------|
| 1) apple | 2) billy |
| 3) atari | 4) parvenu |
| 5) symbiosis | 5) entrepreneur |



When a list of words is being created for the purpose of DELETING them from the dictionary, they are not organized in alphabetical order as was seen during the MATCHING procedure. The words are placed in a special phonetic order so they can be deleted from the dictionary. This is the program's way of keeping track of words, and allowing it to display similar sounding words during the SPELLING of files.

Type in the word "lobotomy" and press **RETURN**. The following will appear on your video screen:

word: █

- | | |
|-----------------|--------------|
| 1) apple | 2) billy |
| 3) atari | 4) parvenu |
| 5) lobotomy | 6) symbiosis |
| 7) entrepreneur | |

Press **RETURN** and the screen will remain the same except the prompt in the upper left-hand corner of the screen will read:

Option: **W**rite, **A**dd, **E**dit, **D**el, **Q**uit, **M**enu █

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Delete the word "billy" from this list. Press the letter **D** for DELETE and the prompt line at the top of the screen will change to read:

of word:

Type in the number "2" which precedes the word "billy" and press **RETURN**. You will see on the screen:

Delete, press #:

- | | |
|-----------------|--------------|
| 1) apple | 2) billy |
| 3) atari | 4) parvenu |
| 5) lobotomy | 6) symbiosis |
| 7) entrepreneur | |

word: billy

The word "billy" is centered at the bottom of the screen. This is a prompt to remind you of the word you are deleting. Press the number sign (SHIFT-3) and the word "billy" is deleted.

You are ready to DELETE the words listed below from the dictionary. Your screen should look as follows:

Option: **Write, Add, Edit, Del, Quit, Menu**

- | | |
|--------------|-----------------|
| 1) apple | 2) atari |
| 3) parvenu | 4) lobotomy |
| 5) symbiosis | 6) entrepreneur |

If you wanted, you could continue to add words until you had 32 words on the screen. You would have to WRITE (delete) those 32 words from the dictionary. You could continue to ADD more words (to be deleted) until you had added all the words you wanted. If you just wanted to DELETE a few words (as in the example above) you would accomplish this by using the QUIT option. The QUIT option and the WRITE option both delete words from the dictionary. The only difference is the WRITE option allows you to continue in the "add mode" while the QUIT option returns you to the DICTIONARY MENU, after the listed words are deleted from the dictionary.

You are going to delete the listed words from the dictionary using the QUIT option. Press the letter **Q** for QUIT. If you have a 1 disk drive system you will see the prompt "Insert Dictionary Disk__" in the upper left-hand corner of the video screen. Check and make sure the dictionary disk is in drive 1 and press **RETURN**. If you have a 2 drive system the dictionary should already be in drive 2; either way, the screen will look as follows and several things will be happening.

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Spell Perfect

Free: 31955

- | | |
|--------------|-----------------|
| 1) apple | 2) atari |
| 3) lobotomy | 4) parvenu |
| 5) symbiosis | 6) entrepreneur |

The disk will begin to spin in the drive. As the disk spins, words will slowly start to disappear from the video screen. As the word disappears, it is deleted from the dictionary. When all the words are deleted from the dictionary, the busy light on the drive will go off and the video screen will look as follows:

Words unused

- 1) lobotomy

The word "lobotomy" was not DELETED because it did not exist in the dictionary. A word cannot be deleted if it does not exist in the dictionary.

Press **RETURN** and you will be returned to the DICTIONARY MENU.

Now you are going to PRINT the dictionary words to your printer. Press the **P** key to begin this operation. When you do this, the top of the screen will change to read:

Page:

We are going to print pages 6 and 7 from the dictionary. Enter the following: 6,7 and press **RETURN**. If you have a 1 drive system the video screen will prompt you to: "Insert Dictionary Disk". Insert the DICTIONARY DISK in your drive and press **RETURN**. The two pages will be loaded into the computer and printed.



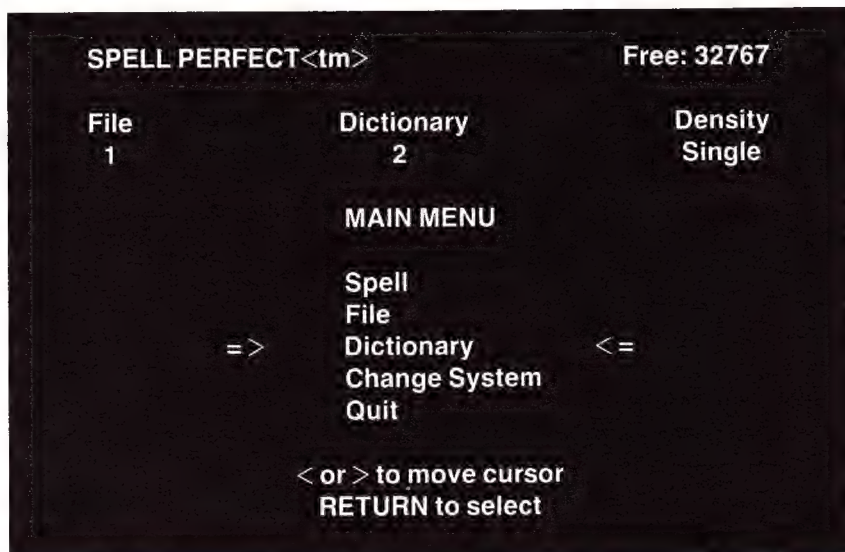
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When words are printed from the dictionary, they are not printed in alphabetical order. The words are printed in our special soundR<tm> order. This enables us to retrieve similar sounding words during the SPELL CHECKING operation. You have the following options when printing the dictionary:

<u>Enter</u>	<u>Result</u>
RETURN	Print entire dictionary
5,7	Print pages 5 to 7 inclusively
5,	Print page 5 to end of dictionary
80	Print page 80 only
,5	Print pages 1 to 5 inclusively
0	Abort printing operation

If you wish to make a BACKUP of your DICTIONARY DISK you may do so at this time. If you are not sure how this is done, refer to that section of the manual.

You are ready to return to the MAIN MENU. Press the letter **M** for MAIN MENU and the screen will change as follows:



This concludes the tutorial for the SPELL PERFECT<tm> program. In the section following, you will find explanations that will enable you to expand your dictionary. Read these sections to expand your use of the program.

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CHANGE SYSTEM

The menu selection CHANGE SYSTEM is provided in SPELL PERFECT<tm> to allow you to change the disk drive configuration which was chosen when loading the program. Typically this section is chosen if you have made an error when loading the program and chose the incorrect drive. You may not realize you have chosen the wrong drive until after SPELL CHECKING a file. If this is the case, choose the CHANGE SYSTEM option and answer the question according to your system's needs.

The question "File Disk__" means: In which disk drive will the FILE DISK be residing? The question "Dictionary Disk__" means: In which drive will the dictionary disk be residing? The question "Density (S/D)_" is asking if you are using a single or double density disk drive.

QUIT

The QUIT option on the MAIN MENU will allow you to QUIT using the SPELL PERFECT<tm> program and load another program without turning the computer off. Press the letter **Q** for QUIT and the following prompt will appear in the upper left-hand corner of the screen:



Insert Boot disk, press #: █

At this time remove the disk from drive 1 and insert the different program you want to load. When you are ready to begin, press the "#" (SHIFT-3) and the program in drive 1 will be loaded.

MULTIPLE DISK DICTIONARIES

The dictionary disk you were provided with has room available on it to accept additional words. There is a point, however, when this disk will become full. When this happens you will be adding words to the dictionary, and will be in the middle of an adding procedure. This creates no problem for the program. When the dictionary becomes full the following will happen. The adding of words will temporarily stop and a prompt will occur at the top of the video screen which says: "Insert Blank Disk, press #:". At this time place a blank disk in the drive, press **RETURN**, and the blank disk will be formatted. After being formatted, the rest of the new dictionary words will automatically be placed on the second dictionary disk. It is important you number the second dictionary disk "Dictionary Disk #2". The program will need to have the correct disk inserted, and will prompt you with the number it expects. If you number the disk at this time it will save searching for the correct disk.

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SPELL CHECKING/MATCHING/FILE ADDING/DELETING WITH MULTIPLE DICTIONARY DISKS

Once you have expanded the original dictionary disk beyond the first disk, changes will occur in the SPELL CHECKING process. When SPELL CHECKING a file, you will always begin with "Dictionary #1". After the words in your file have been checked against "Dictionary #1", the procedure will halt and the screen will prompt you to "Insert Dictionary #2". Follow these directions and press **RETURN**. The SPELL CHECKING will continue using the second dictionary disk. The dictionary can be expanded up to 255 separate disks. Each prompt will tell you which disk to insert next. It is important you number your dictionary disk after you have gone beyond the first disk. If you insert the incorrect disk and press **RETURN** the disk in the drive will spin momentarily, and the prompt will instruct which dictionary to insert. If the disk inserted is not a dictionary disk the prompt will say "ERROR: No dictionary". The program knows which disk is "Dictionary #1", "#2", etc. The program will not continue until you insert the correct dictionary disk.

The above explanation applies to the SPELL CHECKING of files. The exact same procedures and prompts will appear in all operations including MATCHING, FILE ADDING and DELETING. Any time the dictionary is expanded beyond 1 disk it will be necessary to use all the disks that you have expanded to when performing any of these operations.

TROUBLE SHOOTING

GRAPHIC CHARACTERS ON THE SCREEN—When you attempt to load a file to be SPELL CHECKED and graphic characters and "garbage" appear on the screen you have placed the dictionary disk in the drive instead of the file you want to check. Insert the correct disk.

ERROR: NO dictionary—You have not placed a dictionary disk in the drive and probably have placed a data disk. Check to see you are using the correct disk.

ERROR: not found—You have not correctly entered the name of the file. In entering the name of the file to be SPELL CHECKED you must enter the name just as it appears on the directory. Each character must be typed in upper or lower case as it appears on the directory.

ERROR: bad device—The selection double density has been chosen and you only have a single density disk drive.

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System crashes—You are trying to SPELL CHECK/FILE ADD a file too large to fit into memory. A file that contains just words without any CARRIAGE RETURNS or blank lines may fall into this category. If you are using Letter Perfect<tm> you may avoid this problem by placing 2 spaces between each word.

Error 138—There are several reasons why this error may appear. 1) No disk in the drive. 2) Program disk has lost its DOS. 3) The system was configured for a 2 drive system but only 1 disk drive is attached to the computer. 4) The speed setting of the disk drive may be inaccurate. 5) The read and write head in the disk drive may be out of alignment.

ERROR: i/o-code: 144—1) The disk in the drive has not been formatted with LJK DOS. 2) You are using the double density side of the dictionary when you should be using the single density side. The reverse is also true.

CHANGE option does not work—You are trying to insert a word back in the text that is less than three characters. Words less than three characters are not checked against the dictionary, and cannot be inserted in your text from the SPELL CHECKING process. This can be worked around by CHANGING the word to "xxxx" and then searching with LETTER PERFECT and inserting the correct spelling.

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